

Advance your career from any location!

Certified Apartment Portfolio Supervisor

CAPS 

CERTIFIED APARTMENT
PORTFOLIO SUPERVISOR®

WE RECOMMEND THIS COURSE for multi-site supervisors with 24 months of multi-site supervision experience.

This **brand-new CAPS course** will help you rise to the next level in property management. It will prepare you to be an effective portfolio supervisor which may lead to increased earning potential.

YOU'LL LEARN ABOUT:

- Achieving ethical excellence
- Understanding the management agreement and creating an owner's report
- Stakeholder relations with residents, communities, and municipalities
- Mortgage financing
- Overseeing the budget process across a portfolio
- Measuring portfolio performance and property valuation
- Investigating and troubleshooting an underperforming property
- Property acquisition and due diligence
- Market analysis and property inspections
- Operational and financial analysis inspections
- Property development feasibility analysis
- Investment strategies, including renovation, disposition, and refinancing
- Key content for the owner/company due diligence report
- Talent development and management throughout the employee cycle
- Managing staff during property sales or purchase
- Contemporary issues, including occupancy, emotional support animals, hoarding, criminal background checks, RUBS, cybersecurity, and music licensing



In person member price: \$1,250
February 26-March 1, 2019
Boston, MA

For more information, visit www.naahq.org/CAPS or contact Kim McCrossen at kmccrossen@naahq.org.

Registration Form

Certified Apartment Portfolio Supervisor (CAPS) Training

February 26-March 1, 2019

The course price is \$1250 per person

All courses will be held 9:00 a.m. to 5:00 p.m. at
33 Arch Street, 33rd Floor, Boston, MA 02110.

Meeting Room Donated by: Apartments.com

NAAEI Refund Policy

Absolutely no refunds will be issued. If for any reason you cannot attend the course, you or your company may send someone in your place. If you choose to drop the class and cannot replace your seat, you may receive a credit towards another National Training course.

Name: _____

Company: _____

Address: _____

Phone: _____

E-mail: _____

**Email your completed form to Kim
McCrosen kmccrosen@naahq.org.**

Make checks payable to NAAEI and mail to:
Kim McCrosen
NAAEI
4300 Wilson Blvd.
Suite 400
Arlington, VA 22203

**To pay over the phone by credit card, please contact
Kim McCrosen at 703-797-0610.**

